

MDH CARPOOL PASSENGER ACKNOWLEDGEMENT FORM

SCOPE: Applies to all applicants or members of Active or Potential MDH carpools.

RULES FOR MDH CARPOOL PASSENGERS:

- A MDH employee who is issued (primary) carpool parking prox access must be present when his/her State ID card is used to gain access to a building or parking lot. Employee ID cards shall not be borrowed, loaned, or used by others – violation of this rule is a criminal offense.

- Passengers who leave active carpools must remove their names from the carpool list. When participation in an active carpool is reduced to a single member, the employee must relinquish the carpool's parking privileges. Continued use of carpool parking access by only one person is a violation of the conditions on which the program is based and may result in punitive action.

- Carpools must enter into their assigned lot with passengers in place. Carpool privileges will be monitored and evaluated for adequate and correct utilization.

- Employees in carpools must comply with all related guidelines, such as garage smoking restrictions. Failure to do so may result in the revoking of carpool parking privileges as well as the consequential penalties for each violation.

- Please read the MDH Parking Policy for additional Carpool information.

CARPPOOL PASSENGER NAME: _____ **PHONE:** _____

CARPPOOL PASSENGER GRADE: _____ **EOD DATE:** _____

(PRIMARY) DRIVER NAME: _____ **PHONE:** _____

In signing this, you acknowledge that you are a carpool passenger, and that you agree to follow all applicable rules of the MDH Parking Program.

CARPPOOL PASSENGER SIGNATURE **DATE**